

**Veterans Services Foundation  
Board of Trustees  
Meeting Minutes  
December 3, 2008**

**DRAFT**

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Wednesday, December 3, 2008 at the Sitter & Barfoot Veterans Care Center, 1601 Broad Rock Boulevard, Richmond.

**Members Present**

- Daniel Boyer
- Vincent Burgess
- Supriya Christopher
- Juanita Farrow
- Leroy Gross
- William Lechler
- Frederic Leigh
- David Richardson
- Leo Wardrup
- Randall West
- Frank Wickersham

**Members Absent**

- Robert Archer
- Paul Galanti
- Donald Hall
- Adam Harrell
- Meade Spotts
- Kathleen Wilder

**Commonwealth of Virginia Officials Present**

- Donald Ferguson, Office of the Attorney General
- Anne Atkins, Department of Veterans Services
- Steven Combs, Department of Veterans Services
- Jack Hilgers, Department of Veterans Services
- Armistead Ransone, Department of Veterans Services
- Judy Reid, Department of Veterans Services
- Jim Thur, Department of Veterans Services
- Catherine Wilson, Department of Veterans Services

## **Others Present**

- Lew Deal, Robison International, Inc.
- David Holt, Lakeview Golf Club
- Mike Rogers, Virginia Board of Accountancy
- Elbert Rose, American Legion Post 320

## **Materials Distributed**

- Meeting Agenda
- VSF Contact List
- Draft Minutes of the August 6, 2008 Board of Trustees Meeting
- Board of Veterans Services (BVS) Report to the VSF
- Joint Leadership Council of Veterans Service Organizations (JLC) Report to the VSF
- JLC 2009 Legislative Objective Summary and point papers
- Department of Veterans Services (DVS) Report to the VSF
- Veterans Services Fund Quarterly Report
- Fund Raising Results
- Letter from VSF Chair to Secretary of Public Safety
- VSF Development Committee Branding and Outreach Campaign Plan, Appendix 1
- VSF Goals and Objectives for FY09
- Proposal to make a VSF Appointment
- VSF Development Committee Branding and Outreach Campaign Plan
- VSF Development Committee Fundraising Plan
- FY09 Board Goals & Objectives

## **Opening and Pledge of Allegiance**

Frank Wickersham welcomed everyone and called the meeting of the VSF Board of Trustees to order at 10:10 a.m. The members recited the pledge of allegiance to the American Flag.

## **Roll Call of Members and Quorum Determination**

The roll was called with eleven of the seventeen members recorded as present. A quorum was determined.

## **Approval of Agenda**

Without objection, the Chair stated that the agenda would be modified to move the Virginia Wounded Warrior Program presentation to after the “Review and Approval of the August 6, 2008 Meeting Minutes.”

## **Review and Approval of August 6, 2008 Meeting Minutes**

The minutes of the August 6, 2008 meeting were reviewed and unanimously adopted without change.

## **Virginia Wounded Warrior Program**

Catherine (Cathy) Wilson, Executive Director of the Virginia Wounded Warrior Program (VWWP) gave a brief overview of this program and progress-to-date. Three (3) VWWP Regional Directors have been hired and started work on December 1, 2008; each director will cover a third of the state. All directors are housed in borrowed space and have offices in Roanoke, Fairfax, and Hampton. An executive assistant has also been hired and is working with Cathy in Richmond. Martha Mead is now working on the VWWP team as a special projects coordinator.

Despite budget reductions, the VWWP will be able to distribute \$1 million of funds this fiscal year through a competitive grant process. The request for proposals is being released this week and will hopefully attract applications that will improve the access and quality of care for our veterans and their family members living with the effects of Post Traumatic Stress Disorder and/or Traumatic Brain Injury.

Contributions to the VWWP are coming in to the VSF through fund-raising efforts, briefings to the community and Veterans Services Organizations, and other venues. The goal is to raise \$150,000 for the program each year. A standardized brief for VSF board members and others to use has been recommended and Cathy will assist with those charged with that endeavor.

An executive advisory panel for the VWWP is also being established and will consist of a diverse group of experienced leaders from the state. This panel will serve as a venue for the VWWP staff to vet their ideas and plans for donated funds and program sustainment.

Cathy concluded by thanking the members of the VSF board for their ongoing support.

## **Development and Finance Committee Meetings**

The Chair called for the convening the Development and Finance Committees. Public access was provided to both committee meetings.

The report of the Development Committee Meeting is included as Attachment 1 to these minutes.

The report of the Finance Committee Meeting is included as Attachment 2 to these minutes.

**The Board recessed for lunch between 12:10 p.m. and 12:30 p.m. The general Board meeting reconvened at 12:30 p.m. to continue the agenda, receive reports, and conduct business.**

## **Reports**

### **Board of Veterans Services Report**

BVS Chairman Paul Galanti could not attend, but did submit the BVS Report to the VSF.

The report is included as Attachment 3 to these minutes.

### **Joint Leadership Council of Veterans Service Organizations Report**

Report delivered by JLC Chairman Dan Boyer.

The report is included as Attachment 4 to these minutes. Chairman Boyer emphasized his challenge to the JLC members to support fundraising efforts for the Virginia Wounded Warrior Program.

### **Department of Veterans Services Report**

Report delivered by Commissioner Vince Burgess.

The report is included as Attachment 5 to these minutes.

### **Veterans Services Fund Quarterly Report**

Report delivered by Armistead Ransone, DVS Director of Finance and Administration

The report is included as Attachment 6 to these minutes.

### **Fund Raising Results Report**

Report delivered by DVS Development Coordinator Jack Hilgers

The report is included as Attachment 7 to these minutes.

### **Executive Committee Report**

Report delivered by Chair Frank Wickersham

Chair Wickersham stated that the Development Committee's Plans for Branding and Fundraising had been reviewed and returned to the Committee for action. No other issues had been brought before the Executive Committee.

The Chair mentioned that he had submitted an annual report to the Secretary of Public Safety, which is contained in the package of information provided to the Trustees. The report was submitted as a result of the clarification of the VSF relationship with DVS contained in Appendix 1 of the VSF Development Committee Branding and Outreach Campaign Plan. He asked all Board members to become familiar with the contents of the Appendix because the mutually supporting relationship must be maintained in the best interest of all concerned. The Appendix is included in the package of information provided to the Board and in the Branding and Outreach Plan itself.

The Chair also referenced the Development Committee Fundraising Plan and its call for all Trustees to make their own donation to the Foundation or the VWWP. Trustees' participation is critical to enhancing the creditability of the Board and its fundraising initiatives. In addition, he emphasized that Board members must participate in board and committee meetings along with fundraising activities and events.

### **Development Committee Report**

Report delivered by Development Committee Chair Supriya Christopher

The report is included as Attachment 1 to these minutes.

### **Finance Committee Report**

Report delivered by Assistant Finance Committee Chair Leo Wardrup

The report is included as Attachment 2 to these minutes.

### **Old Business**

#### **Adoption of FY09 Goals and Objectives**

A **motion** was made by David Richardson, and **seconded** by Vince Burgess, to adopt the FY09 Goals and Objectives, presented as Attachment 8 to these minutes.

The motion passed unanimously.

#### **Other Old Business**

VSF Chair Wickersham asked if there was any other Old Business to be brought before the Board. Hearing none, he moved on to New Business.

### **New Business**

#### **Proposal to Make a VSF Appointment**

VSF Chair Wickersham briefed the Board on the need to have a manager authorized by the Board to conduct the daily business of the Foundation in the absence of the Board. He said that the DVS Development Coordinator, Jack Hilgers, had been performing this function for over a year and that he should have the Board's authority to continue in this role as described in the "Proposal to make a VSF Appointment" contained in the package of information provided to the Board.

The Chair stated that the Trustees By Laws provide for the appointment of an agent and that such agent would only have the powers and duties delegated by the Trustees. The agent would be called the "Foundation Manager" and would perform the duties enumerated in the "Proposal" at Appendix 9 to these minutes.

A **motion** was made by David Richardson, and **seconded** by Randy West, to adopt the Proposal to Make a VSF Appointment, presented as Attachment 9 to these minutes, and appoint the DVS

Development Coordinator, Jack Hilgers, as the Foundation Manager with the specific duties listed in the Proposal.

The motion passed unanimously.

#### Recognition of Foundation Supporters

VSF Chair Frank Wickersham presented a plaque to Dr. David Holt thanking the Lakeview Golf Club for their great support of the Virginia Wounded Warrior Program. The Chair also recognized David and his wife Judy with a Certificate of Appreciation, in the form of a plaque, to thank them for their support and outstanding leadership in organizing two golf tournaments in support of the Virginia Wounded Warrior Program. They were the first Virginia citizens to voluntarily accept the fundraising challenge the Program presented and through the support of the Lakeview Golf Club successfully raised almost \$30,000 for the Virginia Wounded Warrior Program.

#### Other New Business

Assistant Finance Committee Chair Leo Wardrup made a **motion** that the Board adopt the following Trustees By Laws change at its next meeting.

6.01.1 Finance Committee. The finance committee supports the Board's responsibilities for Veterans Services Fund administration, the budget process, accountability, contracts, and fiscal efficiency in general. The committee is responsible for making recommendations to the Board on matters pertaining to Veterans Services Fund expenditures, Foundation fiscal policies; oversight of the fiscal accounts, and the impact of the foregoing on the Foundation's overall fiscal condition, mission, and purpose. The committee also constitutes and serves as the Board's Audit Committee overseeing the internal ~~audit~~ review function and receiving the annual report of the Auditor of Public Accounts.

The motion to adopt the change at the next Board meeting was **seconded** by Bill Lechler and unanimously approved by the Board.

The Chair pointed out that the motion concerns a change to the Trustees By Laws, therefore the changes must be carefully reviewed prior to final consideration and vote by the Board. This motion to amend the By Laws will be considered under Old Business at the next scheduled meeting of the Board.

Board member Randy West made a **motion** that Board Chair Wickersham send a thank-you letter to Phil and Alisa Rogers of Manassas for the "Western Music and Fun" concert at the McGuire VA Medical Center featuring the "Bar J Wranglers" from Jackson Hole, Wyoming.

The motion was **seconded** by Dan Boyer and unanimously approved by the Board.

Chair Wickersham called for Other New Business. Hearing none, he called for Public Comments.

**Public Comment Period**

There was no public comment

**Adjourn**

The meeting adjourned at 1:00 p.m.

The next meeting of the Veterans Services Foundation Board of Trustees will be held on Wednesday, March 4, 2009 at 10 a.m. at the Sitter & Barfoot Veterans Care Center, Richmond.

## **ATTACHMENT 1**

**Veterans Services Foundation Development Committee meeting discussion notes:  
December 3, 2008:**

**DevCom members present: S. Christopher; F. Leigh; J. Farrow; R. West;  
D. Richardson**

**DevCom members absent: K. Wilder; D. Hall; M. Spotts; B. Archer**

DevCom Chair S. Christopher led discussion:

The committee focused on being at the execution stage of their fundraising plan. The group plans to move forward in setting up meetings with potential donors.

DevCom Chair explained roles of each member in proceeding with phone calls and securing meetings dates.

**DevCom discussed goals for December to include:**

1. Using the lists provided by committee members Bob Archer, Don Hall, and Juanita Farrow to begin setting up meetings with potential corporate donors (most likely meetings will be scheduled for January based on holiday schedules).

Cathy Wilson (or one of her Reps) of the Wounded Warrior program announced that they available to come to the meetings with any one of us to explain and present the pitch about the WW program to anyone interested.

2. Randy West offered to coordinate a mailing to potential corporate donors before the Christmas holiday in an effort to push for contributions. Board members are to e-mail Randy names of potential corporate donors that they feel the letter should go to.

Dave Richardson briefed the committee on his outreach/branding plan and requested feedback.

Cathy Wilson answered questions about her role and relationship to the DVS. Vince Burgess gave constructive feedback and information about the push for fundraising initiatives.

Dr. Holt joined the conversation and also gave advice on future fundraising opportunities.

Overall, the DEVCOM had productive meeting with realistic goals set in motion.

DevCom Chair said she will follow up with committee members on planned goals and continued progress.



## **ATTACHMENT 2**

### **VSF FINANCE COMMITTEE REPORT December 3, 2008**

The meeting started at 11:00 and concluded at 12:00. Presiding was Assistant Chair Leo Wardrup and Committee member Bill Lechler attended. Non-Board personnel attending were former Assistant State Comptroller and current Acting Executive Director of the State Board of Accountancy Mike Rogers, DVS Director of Finance and Administration Armistead Ransone, and DVS Development Coordinator Jack Hilgers. Committee Chair Adam Harrell was unable to attend.

The Finance Committee reviewed section 6.01.1 of the Trustees By Laws and recommended that the Board amend the section to include responsibility for contracts and change the words “internal audit” to “internal review” and that these changes be adopted at the Board’s next meeting.

There was a presentation by Mike Rogers on the administration of the Veterans Service Fund. The discussion covered current DVS administration of Foundation accounts, Veterans Services Fund Reports prepared by DVS, availability of account information, and policies related thereto. He recommended establishing two policies that set forth authority and Fund administration guidance for DVS and VSF. These would provide the basis for additional policies on receipt of donations, accounting requirements and procedures, and expenditure authorization and procedures. Mike Rogers, assisted by Jack Hilgers would develop these policies supporting VSF FY09 Goal of ensuring Fund integrity.

Mr. Rogers also covered the need for all Foundation donations to be deposited in the Foundation 0900 account (dedicated special revenue fund) and that Virginia Wounded Warrior Program (VWWP) donations were being deposited in a 0200 account (special revenue fund). While there may be some rationale for the 0200 deposits, they should be placed in a VSF 0900 account and then transferred to the 0200 DVS VWWP operating fund through a process other than recording them as expenditures from 0900. Mr. Rogers said that he would check with the Department of Planning and Budget to determine the proper procedure to apply in this situation, which may be accomplished through a simple revenue transfer transaction.

The Committee also considered Auditor of Public Accounts recommendations to formulate a Foundation Budget and prepare a donors’ handbook for distribution. The Foundation Budget would include items for Foundation operations and DVS program and activity expenditures. The donors’ handbook would describe Foundation policy for accepting unrestricted and restricted contributions. The Committee will work on these recommendations in conjunction with the Fund administration policies being developed.

The need for a Foundation Support Account for Foundation operations was identified during the discussion on the Foundation Budget. These funds would be used to support fundraising expenses and the cost of Fund audits in support of the VSF FY09 Goals regarding Fund integrity

and a sustainable Fund endowment. The establishment of an account using unrestricted funds in excess of the Foundation Endowment or funds raised for that purpose, or a combination of both was recommended. The implementation of this requirement would be in conjunction with accounting requirements and procedures policies to be developed as set forth above.

The Committee briefly reviewed the need for a revision of the VSF In-Kind Policy, revisions to other VSF policies carried as DVS policies; i.e., 7, 18, 23, and the apparent need for a Virginia Wounded Warrior VSF policy on expenditures. This would be accomplished in support of the VSF FY09 Goal regarding Foundation Policies.

In-kind donations should be limited to those given directly to the Foundation. The Foundation, in conjunction with DVS, would authorize DVS activities to accept in-kind donations in their own name through procedures that are established by DVS. A revised in-kind donation policy will be presented at the next Board meeting.

The Committee, with Mike Rogers and Jack Hilgers assistance, will work on the other DVS-VSF policies, in conjunction with the Fund administration policies being developed, and present recommended changes to the Board at the next Board meeting.

Lastly, the Committee discussed the need for a revised format for the VSF quarterly Fund reports to reflect standard accounting reports (e.g., balance sheet, profit and loss statement for the current year) and clearer activity expenditure reports. Mike Rogers volunteered to provide the Committee with examples that could be used by the Board for its quarterly report and placed on the DVS Web Site for reference by potential donors.

## **ATTACHMENT 3**

### **BOARD OF VETERANS SERVICES REPORT TO VETERANS SERVICES FOUNDATION December 3, 2008**

The Board of Veterans Services met on October 8, 2008. At the meeting, the BVS:

- Received reports from the Joint Leadership Council of Veterans Service Organizations, the Veterans Services Foundation, and the Department of Veterans Services
- Received reports from the standing committees of the BVS.
  - One item of particular note to the Veterans Services Foundation was presented as part of the BVS Cemeteries Committee report: the shortfall in equipment-replacement funds for Virginia's two state veterans cemeteries.
    - The Virginia Veterans Cemetery, Amelia has unmet equipment replacement needs totaling approximately: \$146,000 in FY10, \$25,000 in FY11, and \$63,000 in FY12.
    - The Albert G. Horton, Jr. Memorial Veterans Cemetery has unmet equipment replacement needs totaling approximately: \$29,000 in FY10, \$43,000 in FY11, and \$21,000 in FY12

BVS member Al Sample chaired the Veterans Workforce Development Taskforce. The taskforce was established by Secretary Marshall, and examined ways to assist veterans in finding employment and employment-related training and credentialing. The Taskforce was comprised of representatives from various state agencies, the Chairman of the Virginia Military Advisory Council, the Adjutant General, the Commissioner of Veterans Services, Delegate Vivian Watts, Senator Frank Wagner, and corporate owners and senior executives with prior military service. The report was submitted to Secretary Marshall on August 25.

The next BVS meeting is scheduled for January 12, 2009 at the Virginia War Memorial in Richmond.

Respectfully submitted,

Paul E. Galanti  
BVS Chairman

## **ATTACHMENT 4**

### **JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS REPORT TO VETERANS SERVICES FOUNDATION December 3, 2008**

The Joint Leadership Council of Veterans Service Organizations (the JLC) met on October 15, 2008. The JLC:

- Received reports from the Board of Veteran Services, the Veterans Services Foundation, the Department of Veterans Services, and the Virginia War Memorial.
- Heard presentations on the Virginia Wounded Warrior Program (VWWP), VWWP Fundraising efforts, and a legislative breakfast hosted by the Richmond Area Chapter of MOAA.
- Reviewed the JLC Constitution and ByLaws.
- Discussed the JLC 2009 Legislative Objectives.

At the October 15 meeting, I challenged the Veterans Service Organizations (VSOs) represented on the JLC to step up their support for the Virginia Wounded Warrior Program. I have asked all JLC members to report, at the December 18, 2008 meeting, on the steps their VSO has taken or will take to support the VWWP.

On October 5, 2008, the JLC co-hosted a “Western Music and Fun” concert at the McGuire VA Medical Center. The JLC’s participation was facilitated by Lew Deal, a former DVS employee and colleague of VSF member Randy West. The concert was sponsored by Phil and Alisa Rogers of Manassas and featured the “Bar J Wranglers” from Jackson Hole, Wyoming. I served as the emcee for the event, and was honored be able to spend some time with the Rogers before and after the concert. Later, I sent them a thank you letter on behalf of the JLC, and, in my capacity as a VSF member, included information on the Virginia Wounded Warrior Program. Mr. and Mrs. Rogers are the owners of Optical Air Data Systems, a small, high-tech business headquartered in Manassas. While we have yet to hear back from the Rogers, I hope that their support for service members and the veterans’ community will translate into support for the VSF and the VWWP.

The next JLC meeting is scheduled for December 18, 2008, at the American Legion Building in Richmond. Items for the next meeting include: (1) a presentation by Virginia War Memorial Executive Director Jon Hatfield, (2) a presentation on funeral honors provided by the Virginia National Guard, and (3) finalizing the JLC 2009 Legislative Objectives.

Respectfully submitted,

Daniel D. Boyer  
JLC Chairman

## **ATTACHMENT 5**

### **DEPARTMENT OF VETERANS SERVICES REPORT TO VETERANS SERVICES FOUNDATION December 3, 2008**

- State Budget Reductions
  - All state agencies were required to submit 5, 10, and 15 percent reduction plans
  - DVS goal was to minimize cuts in direct services to veterans
  - The DVS General Fund budget was reduced by \$586,689 (6.86%)
  - Some of the impact to DVS services include:
    - Four (4) vacant benefit services positions will remain unfilled
    - Layoff one (1) administrative position
    - Eliminate two (2) wage positions devoted to community outreach and workforce development
    - Reduced support services for contracts, procurement, and capital projects
    - Reduced funding for TurboVet (\$50,000 vs. \$100,000)
    - Reduction of \$27,922 in the amount of community grant funds available under the Virginia Wounded Warrior Program
  - These cuts are on top of reductions of \$288,236 in FY08 and \$38,642 in FY09
  - Additional cuts are possible if state revenue collections do not improve
- Virginia Wounded Warrior Program
  - Executive Director, Executive Assistant, and three Regional Directors now on board
  - Virginia Wounded Warrior Program Summit – “Painting a Moving Train” held November 6 and 7 at Woodrow Wilson Rehabilitation Center and remote sites
  - Community funds distribution process begins: January – March 2009
- Automated system for the electronic preparation of veterans’ disability claims (aka TurboVet)
  - \$100,000 appropriated by 2008 General Assembly to continue development
  - \$50,000 reduction as part of budget shortfall
- Sitter & Barfoot Veterans Care Center (SBVCC)
  - SBVCC is now set up to receive the U.S. Department of Veterans Affairs (VA) reimbursement
  - SBVCC Addition of up to 80 beds is ranked #71 on the VA’s Priority List of Pending State Home Construction Grants for FFY09
- Virginia Veterans Care Center (VVCC)
  - VVCC is in the early stages of two capital improvement projects:

- Expansion and resurfacing of the VVCC parking lot to accommodate the increased number of visitors to the facility
  - Improvements to the facility's delivery area to provide greater turnaround space for trucks. This will speed deliveries of supplies, food, and other material
- Hampton Roads Veterans Care Center
  - New care center of up to 240 beds is ranked #72 on the VA's Priority List of Pending State Home Construction Grants for FFY09
- Benefits
  - In FY08, the VA Roanoke Regional office adjudicated 12,318 claims submitted by DVS on behalf of Virginia veterans. Over 63% of the claims were approved, and over \$28 million in retroactive payments were awarded
- Cemeteries
  - Albert G. Horton, Jr. Memorial Veterans Cemetery: 591 burials in FY08
  - Virginia Veterans Cemetery, Amelia: 213 burials in FY08
  - Virginia Veterans Cemetery, Dublin:
    - Deed transfer ceremony was held on September 22. Governor Kaine, Congressman Boucher, Senator Edwards, other state and local officials, and many members of the veterans community were in attendance.
    - Architect selected in October
    - Expected VA construction grant is \$7.8 million
- State Approving Agency for Veterans Education and Training
  - As of June 30, 2008, there were 846 Virginia facilities approved to provide education and training to eligible veterans and their dependents. This is an increase of 71 facilities from last year
  - In FY07, over 21,000 veterans used their G.I. Bill benefits at a post-secondary education facility in Virginia
  - These benefits totaled almost \$136 million
- Virginia War Memorial
  - On July 1, DVS assumed responsibility for providing administrative support to the Virginia War Memorial. This support was previously provided by the Department of General Services
  - Upcoming events include:
    - Pearl Harbor Remembrance Ceremony: Sunday, December 7, 2 p.m.
    - Groundbreaking for the Paul and Phyllis Galanti Education Center: Wednesday, December 17, 2 p.m.

## ATTACHMENT 6

### Veterans Services Fund August 1, 2008 thru November 30, 2008

	<u>Receipts</u>	<u>Expenditures</u>	
<b>Beginning Unrestricted Balance</b>			\$ 268,000.00
<b>Reassigned Funds (Walking Trail)</b>			\$ (50,000.00)
<b>Unused Reassigned Funds (Walking Trail)</b>			\$ 41,980.12
			\$ 259,980.12
Unrestricted	\$ 45,766.78	\$ 31,520.27	
<b>Unrestricted Balance</b>			\$ 274,226.63
<b>Cemetery Operations</b>	\$ 8,916.68	\$ 472.19	\$ 8,444.49
<b>Wounded Warrior</b>	\$ 32,432.94	\$ -	\$ 32,432.94
<b><u>Virginia Veterans Care Center</u></b>			
Indigent Resident Needs	\$ 10,274.58	\$ 243.38	\$ 10,031.20
Activities Fund	\$ 11,485.58	\$ 9,151.91	\$ 2,333.67
Operation Holiday Spirit	\$ 112,697.67	\$ 72,266.95	\$ 40,430.72
Carnival Fund	\$ 13,127.92	\$ 10,879.57	\$ 2,248.35
Rehabilitation Equipment	\$ 11,841.67	\$ 7,040.89	\$ 4,800.78
Other Equipment	\$ 48,026.61	\$ 24,023.89	\$ 24,002.72
One East Unit	\$ 2,203.90	\$ 249.24	\$ 1,954.66
Two West Unit	\$ 462.85	\$ -	\$ 462.85
DOM Resident Council Fund	\$ 1,023.95	\$ 193.75	\$ 830.20
Other Donations	\$ 33,256.42	\$ 3,000.00	\$ 30,256.42
<b>Sub-Total VVCC</b>	\$ 244,401.15	\$ 127,049.58	\$ 117,351.57
<b><u>Sitter &amp; Barfoot Veterans Care Center</u></b>			
Indigent Resident Needs	\$ 322.74	\$ -	\$ 322.74
Activities Fund	\$ 204.74	\$ -	\$ 204.74
Other Equipment	\$ 1,534.08	\$ 906.84	\$ 627.24
Walking Trail	\$ 8,019.88	\$ 8,019.88	\$ -
Dedication Ceremony	\$ 18,183.41	\$ 10,400.26	\$ 7,783.15
Aquarium Project	\$ 100.89	\$ 100.89	\$ -
Other Donations	\$ 8,393.66	\$ 7,819.36	\$ 574.30
<b>Sub-Total SBVCC</b>	\$ 36,759.40	\$ 27,247.23	\$ 9,512.17
<b>Cash Balance 11/26/2003</b>			\$ 268,000.00
<b>Less Reassignment of Unrestricted Funds</b>			\$ (50,000.00)
<b>Addition of Reassigned Funds not used</b>			\$ 41,980.12
Plus Cash Receipts			\$ 368,276.95
Less Expenditures			\$ 186,289.27
<b>Cash Balance 11/30/2008</b>			\$ 441,967.80

Less Restricted Funds	
Cemetery	\$ (8,444.49)
Wounded Warrior	\$ (32,432.94)
Virginia Veterans Care Center	\$ (117,351.57)
Sitter & Barfoot Veterans Care Center	\$ (9,512.17)
<b>Unobligated Cash Balance</b>	<b>\$ 274,226.63</b>



## **ATTACHMENT 7**

### **FUND RAISING RESULTS December 3, 2008**

#### **Income**

<b>VWWP</b>	
Lakeview Golf Club	<b>29,182.94</b>
MFSC	<b>14,371.76</b>
VSO's	<b>3,100.00</b>
Individual Donors	<b><u>1,370.00</u></b>
<b>VWWP Total</b>	<b>48,024.70</b>
<b>Dublin Cemetery</b>	
Carneal-Drew Fndtn	<b>1,000.00</b>
<b>Total Income</b>	<b>49,024.70</b>

## **ATTACHMENT 8**

### **VSF Goals and Objectives for FY09**

**Goal:** Meet legislative mandate to raise \$150,000 in FY 09 for the Virginia Wounded Warrior Program. **Objective:** Raise at least \$ 40,000 per quarter. **Development**

**Goal:** Organize seeking, promoting, and stimulating contributions (restricted and unrestricted) for the Fund to initiate funding for unmet needs. **Objective:** Create multiple mechanisms for giving. An example is to develop pledge cards that explain types of contributions, target needs, and solicit funds. Ensure their broad dissemination. **Development**

**Goal:** Build relations with VSOs, major corporations, and other potential supporters/donors. **Objective(s):** Work through the JLC and board members with corporate connections to gain 100% support of VSOs and support of at least ten corporations on an on-going basis. **Development**

**Goal:** Enhance the image the Foundation wishes to convey to its stakeholders and the community at large. **Objective(s):** Build an integrated communications campaign. Key elements of that can include: the creation of an information brochure containing accomplishments; news releases and letters to the editor regarding opportunities and accomplishments; a quarterly or semiannual or annual report to stakeholders with recognition of supporters. Ensure broad dissemination of all. **Development**

**Goal:** Clarify existing Foundation Policies and establish other policies as needed for the effective administration of the Fund. **Objective(s):** Ensure the four Foundation policies meet the requirement(s) for which they were published. Examine areas that have no policy that need information provided. **Finance**

**Goal:** Maintain a sustainable Fund endowment. **Objective:** Establish an endowment level that will support contingency needs requirements from revenues generated. **Finance**

**Goal:** Ensure Fund integrity. **Objective:** Balance fundraising income and expenses to assure as close to 100% support to veterans programs as can be possible. **Finance**

## **ATTACHMENT 9**

### **Proposal to make a VSF Appointment**

The Veterans Services Foundation Board of Trustees (the Trustees) has on-going daily business that requires management between Board meetings. This is particularly important with the increased tempo of Foundation activities as a result of its expanded involvement in Veterans Services Fund administration, fund raising, and public relations.

The Foundation Trustees By Laws authorizes the Board to appoint, by majority vote, an agent of the Board to act on the Foundation's behalf. Such an agent will perform only those duties and only have such powers as delegated by the Trustees (Section 10.01).

Jack Hilgers has, in fact, been performing many duties and producing appropriate results on behalf of the Board. He has been doing this with the implied, but not express authority of the Board as the Development Coordinator of the Department of Veterans Services. It is apparent that it will be in the Foundation's and the Board's best interests if he were appointed an agent of the Board to act on the Foundation's behalf with the title of "Foundation Manager."

The Foundation Manager's duties in accordance with the Veterans Services Foundation (VSF) Board of Trustees By Laws section 10.01, currently authorized by the Department of Veterans Services (DVS) for the Department Development Coordinator, shall be:

1. Support the efforts of the Veterans Services Foundation (VSF) to seek, promote, and stimulate contributions to the Veterans Service Fund, including:
  - a. Plan and implement an effective capacity-building and development strategy consistent with the programs and mission emphases of DVS.
  - b. Establish and maintain productive on-going relationships with legislative and development entities at the municipal, regional, state, and national levels.
  - c. Coordinate and sustain state legislative and funding efforts in support of the VSF.
  - d. Support efforts to more effectively brand and market veterans services.
2. Manage the Foundation's finance (e.g., accountability) initiatives in collaboration with the DVS Director of Finance and Administration and the DVS Finance staff.
3. Oversee all DVS efforts in support of the VSF, including:
  - a. Develop DVS and VSF policies and procedures related to mutual support of both DVS and VSF.
  - b. Serve as the DVS and VSF daily point of contact and coordination for development activities with public and private development-related organizations and other interested activities.
4. Attend Board meetings as an ex officio, non-voting participant and Board Committee meetings as a non-board advisor authorized by section 6.06 of the Trustees By Laws.
5. Perform other coordination and duties as necessary to support the mission and authority of the VSF.